



Department of General Services
Office of Procurement
707 Third Street, 2nd Floor
West Sacramento, CA 95605

**STATE OF CALIFORNIA
WESTERN STATES CONTRACTING
ALLIANCE (WSCA)
MASTER PRICE AGREEMENT
SUPPLEMENT #1, Effective February 19, 2004**

CONTRACT NO.:	6416
CONTRACTOR:	GRAINGER INDUSTRIAL SUPPLY
PRODUCTS:	INDUSTRIAL SUPPLIES AND EQUIPMENT, JANITORIAL SUPPLIES AND EQUIPMENT, LIGHT FIXTURES, LIGHTING, SAFETY, AND SECURITY SUPPLIES
CONTRACT TERM:	AUGUST 18, 2003 – NOVEMBER 30, 2004
DISTRIBUTION LIST:	POSTED ELECTRONICALLY ON DGS/PD/WSCA INTERNET WEB PAGE

Department of General Services, Procurement Division
Contract Administrator:
Pam Mizukami
707 3rd Street, 2nd Floor
West Sacramento, CA 95605
Phone: 916/375-4430
Fax: 916/375-4505
E-mail: pam.mizukami@dgs.ca.gov

Russ Guarna, Acquisition Branch Manager

WESTERN STATES CONTRACTING ALLIANCE (WSCA)
USER GUIDE
**WESTERN STATES CONTRACTING ALLIANCE (WSCA)
MASTER PRICE AGREEMENT**

I. INTRODUCTION

1. INTRODUCTION

The Western States Contracting Alliance (WSCA) Master Price Agreement is a result of a competitive bid. The purpose of it is to provide a purchasing vehicle for State and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 12110. It gives these agencies an opportunity to acquire industrial supply products and services quickly and easily.

While the State of California makes this WSCA Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

A copy of the actual WSCA Master Price Agreement is available on the Internet at <http://purchasing.state.nv.us/wsca/Wwscacontractors.htm>

2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT

Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605

Pam Mizukami
Phone: 916/375-4430
Fax: 916/375-4505
E-mail: Pam.Mizukami@dgs.ca.gov

3. GRAINGER CONTACT

Doug D'Alessio

800-994-2343 x87361

California Government Center of Excellence

800-700-6955

4. AGREEMENT TERM

The agreement is effective through November 30, 2004.

II. ORDERING INFORMATION

A. PROCUREMENT GUIDELINES/RULES/APPROVALS

1. GUIDELINES/RULES

- a. Ordering agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- b. All state agencies must comply with all the applicable instructions and attachments of Management Memo 03-10 and all revisions when ordering through this Agreement.

2. ORDER LIMITATIONS

Effective immediately, all orders are subject to Management Memo 03-10, including all revisions, where applicable. For all orders under this contract, the ordering agency is not required to obtain three quotes. For orders exceeding \$500,000, the ordering agency must notify the DGS prior to issuance of the purchase order.

3. DOLLAR THRESHHOLDS

For orders over \$500,000, the department must provide a memo to the DGS prior to the issuance of the purchase order. The DGS will review this information to validate that the department obtained best value for the state. The department documentation should include the following information:

- Identify the need for the goods and/or services and the dollar value of the impending purchase order.
- Explain how the department has determined that issuance of a purchase order to this particular contractor makes good business sense and how best value for the department has been achieved.

The DGS will review the submitted documentation. Upon agreement with the content, the DGS will issue a letter concurring with the department's recommendation, thereby allowing issuance of the purchase order by the department.

*WESTERN STATES CONTRACTING ALLIANCE (WSCA)
USER GUIDE*

4. PRICING

All prices shall be F.O.B. destination. Pricing conforms to guaranteed price discount levels; contractor may change the price of any product or service at any time based upon list price changes.

Grainger maintains their WSCA Master Agreement pricing on the Internet at www.grainger.com/stateofca. Grainger's industrial supply catalog offering refers to a complete list, grouped by major product categories, of the goods and documentation available for purchase by procuring agencies containing item numbers, item description and the maximum price for each product. The site also contains a complete list of Grainger service offerings available for review.

Agencies should contact the contractor, or authorized reseller, to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information.

5. EXECUTING THE ORDER

The ordering agency defines the project scope to determine which goods are needed, and checks the electronic catalog. Then the ordering agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement, and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

6. ON-LINE ORDERING

If your agency allows, you may order on-line by following the instructions on the Grainger website. State agencies must still provide a copy of the ordering document to the address in paragraph 7 below. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT.

*WESTERN STATES CONTRACTING ALLIANCE (WSCA)
USER GUIDE*

7. DISTRIBUTION

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division.

Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605
Attn: Contract Negotiations

State Controller's Office
Audit Unit
3301 C Street, Room 404
Sacramento, CA 95814

For local agencies, copies of purchase orders are not required.

8. TERMINATION

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

9. DGS ADMINISTRATIVE FEE

There is no charge by the Department of General Services for the use of this contract.

10. LOCAL GOVERNMENT AGENCY REQUIREMENTS

- a. Local government agencies may make payments according to their statutory requirements.
- b. While the State of California makes this Agreement available to local government agencies, each local government agency should make its own determination whether using these contracts is consistent with its procurement policies and regulations.
- c. Local government agencies may, in lieu of the State's Purchase Order Forms (Std. 65), use their own purchase order document as long as it provides the same information that is required on the Std. 65, as well as their own procurement card.